

Automatically Delay Delivery of Messages in Outlook

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Do you often find yourself wishing that you could retrieve or change the message you just sent? Well, here's a way that you can delay delivering messages by having them stay in your Outbox for a specified time, so that you can easily change or delete them. If you use Microsoft Exchange Server you can use the Recall Message feature to recall individual messages.

1. On the **Tools** menu, click **Rules Wizard**, and then click the **New** button.
2. In the **Which type of rule do you want to create** list, click **Check messages after sending**, and then click the **Next** button.
3. Click the **Next** button to have this rule apply to all messages, or, if you want to limit the messages that the rule applies to, in the **Which condition(s) do you want to check** list, select any options you want.
4. In the **What do you want to do with the message** list, select **defer delivery by a number of minutes**. (Delivery can be delayed up to two hours.)
5. In the **Rule Description** box, click the underlined phrase, **a number of**, and in the **Defer delivery by** box, enter the number of minutes you want messages held before sending.
6. Click the **OK** button, and then click the **Next** button.
7. Select any exceptions, and then click the **Next** button.
8. In the **Please specify a name for this rule** box, type a name for the rule, and then click the **Finish** button.

That's it. Now, all your messages will be held in your Outbox for a specified time after you click the **Send** button.